Washington State Health Care Authority

How you can get TAKE CHARGE applications processed quickly!

Talk with clients and check applications before sending them on to the eligibility unit.

- Did you check ProviderOne for eligibility verification?
  A Provider link to ProviderOne
- Is the client seeking family planning or birth control services?
  - If **no**, the client is **not eligible**.
- Has client had a sterilization procedure?
  - If **yes**, the client is **not eligible**.
- Does the client think she might be pregnant?
  - If yes, **do not** give application to client until pregnancy status has been confirmed as negative.
- Did the client enter a Washington address for residency?
- Has the client entered a **complete** nine-digit Social Security number on the application?
- Is all insurance information complete?
- Does the client understand the exceptions for not billing his or her insurance carrier?
- Did the client complete or sign the Authorized Representative (AREP) section, if needed?
  - Does the client understand the options under the AREP section?
- Did the client enter income?
  - Did the client specify who earns the income?
  - Did the client enter the name of employer(s)?
  - If zero income, has the client's means of support been described?

REMEMBER: A few extra minutes on the front end of the application process will speed up the client's enrollment and your reimbursement.

TAKE CHARGE Eligibility Unit
Medical Eligibility Determination Services
PO BOX 45531
1-800-562-3022 ext. 15481
Fax 1-866-841-2267